

APPROVED 6/5/03

State of Texas
Records Retention Schedule

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Automated Facsimile of SLR-105

2. AGENCY CODE: 501

3. AGENCY: TEXAS DEPARTMENT OF HEALTH

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503 - BUREAU OF IMMUNIZATION & PHARMACY SUPPORT/IMMUNIZATION DIVISION

1.1	178	MONTHLY VACCINE REPORTING FORMS (INCLUDING C5 , SUMMARY SHEET--NUMBER OF DOSES ADMINISTERED, AND C33 FORMS,MONTHLY VACCINE REPORT)	1	4	5	C	P		99-501-252
1.1	895	VACCINES FOR CHILDREN, ENROLLMENT & PROFILE FORMS	3		3	C	P		
1.1	1893	INFORMED CONSENT STATEMENTS PART 1	10		10	C	P		
1.1	1910	VACCINE ADVERSE REACTION FILE	AC		AC	C	P	X	AC= 21ST BIRTHDAY OR 10 YRS. AFTER INCIDENT WHICHEVER IS LATER
1.1	1911	VACCINE RECOMMENDATION BY AGE	US+5		US+5	O	P	X	
1.1	1929	MONITORING SYSTEM FOR ADVERSE EVENTS FOLLOWING IMMUNIZATION (MSAEFI)	AC		AC	O	P		AC= 21ST BIRTHDAY OR 10 YRS. AFTER INCIDENT, WHICHEVER IS LATER
1.1	1937	IMMUNIZATION VACCINE ACCOUNTING BY DOSAGE	FE+3		FE+3 *	O	P	X	
1.1	5436	ENCOUNTER FORMS	AV	3	AV+3	C	O	X	PAPER & ELECTRONIC 96-501-202
1.1.	1917	EVALUATION OF PRE-NATAL SCREENING	5		5	O	P		
1.1.	1956	VACCINE PREVENTABLE DISEASES CASE FILES	AC		AC	C	P	X	AC=21ST BIRTHDATE OR 10 YEARS AFTER CASE IS CLOSED WHICHEVER IS LATER
1.1.	1961	INFORMED CONSENT FORMS PART 2	AC		AC	C	P		AC= 21TH BIRTHDATE OR 10 YEAR AFTER APPLICATION OF THE VACCINE WHICHEVER IS LATER
1.1.002	1838	ASSESSMENTS/AUDITS	AC+3		AC+3	O	P		AC=PUBLICATION OR RELEASE OF FINAL AUDIT FINDINGS.
1.1.006	1887	BROWNWOOD - BROWN CORRESPONDENCE (NON-COMPLIANCE)	AC+2		AC+2	O	P		SPECIAL FILE ON INSTITUTION FOUND IN NON-COMPLIANCE. AC=FINAL DISPOSITION OF THE COMPLAINT
1.1.006	4328	COMPLAINT FILES	AC+2		AC+2	O	P		AC=FINAL DISPOSITION OF COMPLAINT

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1.1.007	1839	CORRESPONDENCE, ADMINISTRATIVE	3		3	O	R	P	X	
1.1.007	1888	ADMINISTRATIVE CORRESPONDENCE (ORIGINAL INFLUENZA - TITLE XIX)	10		10	O	R	P	X	FILE CONTAINS IMMUNIZATION INFORMATION THAT THE DEPARTMENT IS REQUIRED TO MAINTAIN FOR 10 YEARS
1.1.008	1840	CORRESPONDENCE, GENERAL (INCLUDES RECORDS REQUESTS, LETTERS OF REQUEST)	1		1	O		O		PAPER, ELECTRONIC
1.1.010	1902	DIRECTIVES, OFFICE PRACTICES NOTEBOOKS	US+1		US+1	O		P		
1.1.019	1908	NEWS AND PRESS RELEASES	2		2	O	R	P		
1.1.020	4614	OPEN RECORDS REQUESTS - APPROVED	AC+1		AC+1	C		P		AC=DATE REQUEST FULFILLED; INCLUDES LETTERS AND F11-11406 AUTHORIZATION TO RELEASE CONFIDENTIAL INFORMATION.
1.1.021	1899	CORRESPONDENCE, REQUESTS FOR INFORMATION UNDER THE OPEN RECORDS ACT (DENIED)	AC+2		AC+2	O		P		AC=DATE OF DENIAL OF REQUEST
1.1.024	1949	PROGRAM PLANNING RECORDS (PROGRAM REVIEWS, TETANUS SURVEILLANCE CASES INFANT DEATHS DUE TO TETANUS, & DIPHTHERIA PROGRAM REPORTS)	AC+3		AC+3	O	R	P		
1.1.025	1874	TMA-TOMA REMINDER CARD LETTERS (INSTRUCTION FOR MAILING)	US+3		US+3	O	R	P	X	TMA = TEXAS MEDICAL ASSOCIATION; TOMA = TEXAS OSTEOPATHY MEDICAL ASSOCIATION
1.1.025	1914	POLICY AND PROCEDURES MANUAL	US+10		US+10	O	R	P	X	IMMUNIZATION PROCEDURES SHOULD BE RETAINED FOR TEN (10) YEARS FROM DATE THEY ARE SUPERSEDED
1.1.025	1924	RULES & REGULATIONS	US+3		US+3	O	R	P	X	
1.1.038	1923	REPORTS & STUDIES (FINAL)	AV		AV	O	R	P		
1.1.040	1921	EPIDEMIOLOGY & DISEASE REPORTS	2		2	O	R	P		REPORTS DELIVERED TO CONFERENCES & MEETINGS
1.1.040	1925	SPEECHES	2		2	O	R	P		

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1.1.043	1930	TRAINING MANUALS (TRAINING AIDES)	US+1		US+1	O		P			
1.1.057	1407	TRANSITORY INFORMATION	AC		AC	O		O			PAPER, ELECTRONIC/AC=PURPOSE OF RECORD HAS BEEN FULFILLED.
1.1.064	458	PERFORMANCE MEASURES SUPPORTING DOCUMENTATION	FE+3		FE+3	O		P	X		
1.1.065	1855	SPECIAL PROJECTS	1	9	10	C		P			SINCE THE STUDIES ARE STILL BEING PUBLISHED, THE DATA AS A WHOLE MUST BE INTACT. VARICELLA, HEPATITIS B PROJECTS.01-501-322
1.1.065	1922	REPORTS & STUDIES (RAW DATA)	AV		AV	O		P			
1.1.065	1943	TEXAS MORBIDITY DISEASE REPORT (INCLUDING MORBIDITY STUDIES)	AV		AV	O	R	P			
1.1.065	5838	1997 RETROSPECTIVE SURVEY QUESTIONNAIRE	AV		AV	O		P			
1.1.067	1414	IMMTRAC EXECUTIVE STATUS REPORTS	3		3	O	R	P			
1.1.067	1920	REPORTS - ADMINISTRATIVE	3		3	O	R	P			REPORTS TO CDC (CENTER FOR DISEASE CONTROL), ATLANTA, GEORGIA
1.1.067	1942	IMMUNIZATION LEVELS IN TEXAS	5		5	O	R	P			MAINTAINED TO STUDY LIFE CYCLE OF VIRUS
1.1.067	1959	ADMINISTRATIVE REPORTS & INVESTIGATIONS (VACCINE)	AC		AC	O	R	P	X		REPORTS ARE MAINTAINED TO STUDY LIFE CYCLE OF VIRUS; AC=UNTIL PATIENT REACHES 21 YEARS OF AGE, OR 10 YEARS, WHICH EVER IS LONGER.
1.1.067	1963	ADMINISTRATIVE REPORTS (HEPATITIS B PREVENTION PROGRAM)	AC		AC	O	R	P			REPORT IS MAINTAINED TO STUDY THE LIFE CYCLE OF VIRUS; RECORDS MUST BE MAINTAINED UNTIL PATIENT REACHES 21 YEARS OF AGE OR FOR 10 YEARS, WHICH EVER IS LONGER.
1.1.069	1919	REPORTS - (EMPLOYEE PRODUCTION REPORTS)	1		1	O		P			SOME OF THESE REPORTS ARE PREPARED FOR TWO YEAR PERIODS OF TIME
1.2.003	1966	FORMS HISTORY FILE	AC+1		AC+1	O		P			AC=DISCONTINUANCE OF USE OF FORM
1.2.004	1967	FORMS INVENTORY	US		US	O		P			

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1.2.008	1969	REQUEST FOR AUTHORITY TO DISPOSE OF STATE RECORDS (RMD102)	FE+3		FE+3	O		P			
1.2.013	1873	FILE INDEXES - IMMUNIZATION CENTRAL FILES	US		US	O		P			
1.3.001	2961	PUBLICATIONS - TDH RECORD COPY	US+10		US+10	O		P			FOR NEW PUBLICATIONS PRINTED AT HHS PRINTING, HHS PRINTING SENDS COPIES TO STATE PUBLICATIONS CLEARINGHOUSE/TDH LIBRARY. FOR NEW PUBLICATIONS PRINTED ELSEWHERE, COPIES ARE SENT TO BUREAU OF RESOURCE MANAGEMENT (HHS PRINTING) FOR DISTRIBUTION TO CLEARINGHOUSE/LIBRARY.; PUBLICATIONS DEALING WITH IMMUNIZATION PROCEDURES MUST BE RETAINED FOR 10 YEARS AFTER THEY ARE SUPERSEDED.
2.1	3010	Y2K PROBLEM-SOLVING DOCUMENTATION	6		6	O		O			PAPER, ELECTRONIC
3.1	4440	EMPLOYEE IMMUNIZATION RECORDS	2	8	10	C		P			03-501-354
3.1.001	5100	APPLICATIONS - NOT HIRED	2		2	O		P			CONTAINS SOME CONFIDENTIAL INFORMATION
3.1.014	1981	INTERVIEW AND SELECTION NOTES	2		2	O		O	X		PAPER & ELECTRONIC; MAY CONTAIN SOME CONFIDENTIAL INFORMATION
3.1.019	5098	PERFORMANCE JOURNALS	2		2	O		P			MAY CONTAIN SOME CONFIDENTIAL INFORMATION SUCH AS MEDICAL INFORMATION, SOCIAL SECURITY NUMBER, OR OTHER DATA PROTECTED BY THE PRIVACY DOCTRINE.
3.1.020	1408	PERSONNEL CORRECTIVE ACTION DOCUMENTATION/PERFORMANCE ADVISEMENT FORMS	AC+5		AC+5	O		P			MAY CONTAIN CONFIDENTIAL INFORMATION. AC=TERMINATION OF CORRECTIVE ACTION
3.1.021	1990	PERSONNEL DISCIPLINARY ACTION DOCUMENTATION	AC+5		AC+5	O		P	X		MAY CONTAIN CONFIDENTIAL INFORMATION AC=TERMINATION OF EMPLOYMENT
3.2	169	PAYROLL WARRANT LISTINGS	1		1	O		P			
3.3	1986	TRAINING SUPPORT DOCUMENTATION	AC+2		AC+2	O		O			AC=COMPLETION OF CLASS. PAPER AND ELECTRONIC

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3.3	3943	PERSONNEL INFORMATION (INCLUDING MANPOWER REPORTS)	US+3		US+3	O		P			
3.3.	1985	TEMPORARY POSITION FUNDING INFORMATION	2		2	O		P			
3.4.004	4992	OVERTIME AUTHORIZATION	2		2	O		P			
3.4.006	1992	TIME CARDS AND TIME SHEETS	4		4	O		O		PAPER, ELECTRONIC; 40 TAC815.106(i)	
3.4.007	1993	TIME OFF AND/OR SICK LEAVE REQUEST	FE+3		FE+3*	O		O		PAPER, ELECTRONIC	
4.2.002	1863	RABIES REIMBURSEMENT FILES	FE+1	2	FE+3*	O		P	X		
4.2.002	1933	COLLECTION FOR THE SALE OF VACCINES	FE+3		FE+3*	O		P	X		
4.2.005	3238	PURCHASE VOUCHERS	FE+6MO	2Y6MO	FE+3	O		P		03-501-351	
4.5	1412	BIENNIAL OPERATING REPORT ON AUTOMATION EXPENDITURES	FE+3		FE+3	O		P			
4.7	1934	REPLACEMENT OF VACCINE	FE+3		FE+3*	O		P			
4.7	1936	PRIVATE PHYSICIANS WITH STOCK OF VACCINE SUPPLIED BY STATE	FE+3		FE+3*	O		P			
4.7.008	3676	FEDERAL GRANT INFORMATION ON FILE	AC+3		AC+3	O		P	X	AC=SATISFACTION OF ALL UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS AND COOPERATIVE AGREEMENTS TO STATE AND LOCAL GOVERNMENTS	
4.7.012	2990	AUTHORIZED SIGNATURE FORMS	US+FE+3		US+FE+3	O		P			
5.1.001	1409	CONTRACTS - VARIOUS (INCLUDING IMMTRAC SUPPORT AGREEMENTS, LEASES)	AC+4		AC+4	O		P	X		
5.1.004	1880	TEXAS COUNTY LISTING	US		US	O		P		SCHOOL CODINGS TO ASCERTAIN COMPLIANCE	
5.1.004	1886	EPSDT - COUNTY & REGION LIST	US		US	O		P		EPSDT=EARLY PERIODIC SCREENING DETECTION TEST	
5.1.004	2007	MAILING LISTS (MESSENGER SERVICE LISTING)	US		US	O		P			

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5.1.005	2008	POSTAGE EXPENSE REPORTS	FE+3	FE+3*	O	P	
5.1.005	2009	POSTAGE METER RECORDS	FE+3	FE+3*	O	P	
5.1.007	5421	REQUISITIONS FOR IN-AGENCY COPY/PRINTING SERVICE	AV	AV	O	P	
5.1.015	1900	CORRESPONDENCE LOG BOOKS	1	1	O	P	
5.2.020	1875	PHR EMERGENCY VACCINE ORDERS INCLUDES ALSO MONTHLY REPORTS ON VACCINE USAGE IN REGIONS	FE+1	FE+1	O	P	PHR= PUBLIC HEALTH REGION
5.3	1413	DELIVERABLES FROM IMMTRAC RFO	FE+3	FE+3	O	P	
5.3	4417	PROCUREMENT CARD PURCHASES SUPPORTING DOCUMENTATION	FE+4	FE+4	O	P	
5.3.007	1410	RFO'S FOR IMMTRAC SUPPORT	FE+3	FE+3	O	P	
5.3.007	3704	REQUESTS FOR PROPOSALS	FE+3	FE+3	O	O	PAPER, ELECTRONIC; IF A FORMAL WRITTEN CONTRACT OR GRANT IS THE RESULT OF A SUCCESSFUL REQUEST FOR PROPOSAL, THE SUCCESSFUL RFP AND ITS SUPPORTING DOCUMENTATION MUST BE RETAINED FOR THE SAME PERIOD AS THE CONTRACT. (SEE #3676)
5.5.002	2016	LONG DISTANCE TELEPHONE LOG	AV	AV	O	P	
5.5.003	2017	TELEPHONE STATION ACTIVITY REPORT	AV	AV	O	P	

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